

Department of Energy

Washington, D. C. 20585

April 28, 2005

Mongstrom

MEMORANDUM FOR: Program Resource Managers

FROM: Howard G. Borgstrom

Working Capital Fund Manager

SUBJECT: FY 2007 Budget Projections for Working Capital Fund

Introduction

This memorandum and its attachments provide projections for the Working Capital Fund components of your FY 2007 Corporate Review Budget (CRB) requests. These estimates are based on current Board pricing policies, current consumption patterns, and specific cost changes associated with building rent and energy charges. We have not included the effects of possible pricing policy changes, but have referred to pending matters in describing the projections associated with each business line.

For reference purposes, we have included actual billings during FY 2004 and an updated billing estimate for FY 2005. The FY 2005 update is consistent with Table III in the memorandum accompanying your March bill, and further FY2005 updates will be provided next week with your April bill. FY 2006 estimates in the attachments remain the same as those we provided in December 2004 in preparation for the FY 2006 Congressional request. Those estimates are being considered by Congress in FY 2006 budget requests, consumption patterns to date during FY 2005 have generally been consistent with the projections used in December, and pricing policies remain unchanged.

General

The Working Capital Fund provides a framework for managing certain common administrative services within the Department. An underlying goal is to give program office customers the opportunity, incentive, and information to make cost-effective decisions regarding their use of such services. While the Fund staff supplies customers with good faith estimates of future spending patterns, there are numerous ways in which customers themselves will determine their level of usage. In some cases, customers may choose to acquire services outside the Fund, and in other cases, customers may make tradeoffs to expand their use of Fund services in order to reduce other costs, including travel or

contractual services. Furthermore, customers already appear to have made tradeoffs within the services provided through the Fund, including reduced use of paper and copying through increased reliance on electronic communication. Finally, the current pricing policies of certain businesses permit business line managers and customers to enter into bilateral agreements for special services over and above standard service levels. Examples include major building alterations and special group training arrangements in the PMCDP.

Because of these opportunities for customer choice, customer organizations are responsible for developing budgets based on their best understanding of likely future needs. The estimates provided in the attachments are intended only as guidance based on patterns that have been identified by the Fund business line and financial staff based on standard service levels and current policies.

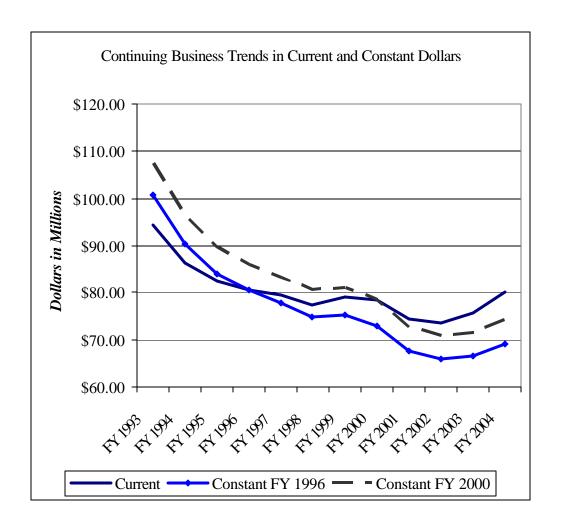
Outyear Estimates

The detailed estimates provided in the attachments extend only to FY 2007 and are linked to current pricing policies. Customers will need to make their own judgments about consumption levels in future years for purposes of the five-year budget estimates. The most recent review of long-term WCF economics is provided at the "Cost-Benefit Analysis" tab in the "Fund Manager" menu section on the WCF Home Page, www.wcf.doe.gov. This analysis traces trends for the past 12 years, including 4 years before the Fund was created and the 8 full years of Fund operation through FY 2004. Figure IV from that analysis is provided below.

Three general conclusions can be reached from this long-term analysis:

- 1. The current-dollar and constant-dollar customer billings by the Fund continue to be substantially below the comparable ("continuing business") costs prior to creation of the Fund.
- 2. There has, however, been customer cost fluctuation from decisions by Congress, senior DOE management, or the Board to add or subtract services from the Fund.
- 3. There has been an upturn in real-dollar costs for Building Occupancy in the past several years, primarily because NNSA received additional space in the L'Enfant Plaza area but also because DOE is subject to GSA rental decisions.

Subject to your planning for major program consumption changes that involve staffing or Headquarters space increases or decreases, we believe you may wish to project your WCF costs for current businesses post FY-2007 in keeping with the inflation assumptions provided with the budget guidance.



FY 2007 Guidance

Unless otherwise noted, these estimates assume the continuation of current WCF pricing policies through FY 2007 and consumption patterns observed in FY 2005. Current pricing policies are documented in the *Guide to Services, Policies, and Procedures* (Blue Book). You can review these policies on the WCF Home Page [http://www.wcf.doe.gov].

Attached to this memorandum are the following tables:

- Table A provides the actual billings by customer organization and business line for FY 2004, the most recent full year of operations.
- Table B provides the most recent projections of FY 2005 billings, and is identical to Table III in the March 2005 billing memorandum issued last week.
- Table C is the estimate for the FY 2006 Congressional budget as provided to customers December 8, 2004.
- Table D represents our current estimate of FY 2007 requirements based on Board decisions and

on consumption patterns.

- Table E summarizes Tables A through D by customer organization.
- Table F summarizes FY 2004 through FY 2007 billing projections by business line.

The following sections describe the derivation of projections for specific businesses.

Supplies: For FY 2007, the estimates are based on FY 2005 consumption levels.

<u>Mail Services</u>: FY 2007 amounts represent the business line manager's most recent annual estimates, including recently announced USPS rate changes.

<u>Copying</u>: FY 2007 amounts represent the business line manager's most recent annual estimates. Program organizations that are considering replacing or adding new dedicated copiers should contact the business line staff for help in developing estimates. If you expect to increase your use of the digitization service, you should consider deviating from our projections.

<u>Printing and Graphics</u>: FY 2007 amounts represent the business line manager's most recent annual estimates based on current consumption patterns.

<u>Building Occupancy</u>: All Building Occupancy estimates include projected customer billings for Electronic Services. Estimates include rent increases of 6% due to rising utility costs and expected GSA rental rate changes. Questions regarding space assumptions may be directed to Louis D'Angelo at (202) 586-6080.

<u>Telephones</u>: FY 2007 amounts represent the business line manager's most recent annual estimates based on the latest number of customer telephone connections.

<u>Networking</u>: FY 2007 amounts represent the business line manager's most recent annual estimates based on the latest number of customer LAN connections and current estimates of customer DOEnet infrastructure costs. The CIO continues to review the need to upgrade the Network, technical alternatives, and possible financing mechanisms, but this issue has not been presented to the Board for decision. Depending on when and how upgrades are financed Network and Telephone infrastructure charges may need to be increased, in nominal dollars, by 10-15% over current rates.

<u>Desktop Support</u>: FY 2007 amounts have decreased consistent with the elimination of Desktop subscriptions during FY 2005. Under current pricing policies, the Desktop Support costs for your organization depend on the service level agreements you arrange with the Office of the Chief Information Officer. If EXCITE will change the agreements between the CIO and your organization, amounts budgeted in Desktop Support will be credited to your EXCITE charges.

Procurement Management: FY 2007 amounts represent the business line manager's most recent annual

estimates. Customers may contact Jeff Rubenstein (202-287-1516) for more information.

<u>Payroll and Personnel</u>: FY 2007 amounts are allocated in accordance with the Department's latest official manpower levels used for the FY 2005 bill. For FY 2007, we assume a continuation of the current aggregate funding levels for these functions.

<u>Corporate Training Services:</u> FY 2007 estimates for On-Line Learning are based on known fixed costs allocated to program customers based on the current level of subscriptions. The customer impacts of the e-Gov initiatives have not been defined. The estimates also assume continuation of current levels of Professional Skills class registrations and the estimated cost of these training opportunities to programs.

<u>Project Management Career Development Program:</u> FY 2007 estimates are based on continuing activities at the FY 2006 projected rate, using the allocation formulae and data from March 2005. A Working Group is assessing options for the funding formulae in the future.

<u>STARS/IDW</u>: The pricing policy adopted by the Board for FY 2006 was based on organizational shares of DOE budgets for FY 2003-FY 2005, based on the President's budget request to Congress for FY 2005 (early CY 2004). Our FY 2007 distribution uses the same formula but is based on FY 2004-FY 2006 estimates in the President's budget for FY 2006.

Questions?

Program organizations are invited to ask questions or seek clarification. Please feel free to contact Howard Borgstrom (6-5923), Bob Emond (6-2354), or any of the business line points-of-contact listed below.

BUSINESS LINE	BILLING CONTACT	TELEPHONE
Administrative Services:	John Harrison	(202) 586-3611
Building Occupancy		
Supplies		
Mail		
Printing and Graphics		
Copying		
Information Management:	Ann Warnick	(301) 903-3056
Telephones		
Desktop Services		
Networking		
Procurement Management	Jeff Rubenstein	(202) 287-1516
On Line Learning Center (OLC)	Tanya Luckett	(202) 287-1655
PMCDP	Wanda Chambers	(202) 586-8114

The file used to generate the attached estimates will be available after April 28 on the Working Capital Fund Home Page at http://www.wcf.doe.gov.

cc: Working Capital Fund Board Business Line Managers

PROJECTED CUSTOMER COSTS FY 2004 (Dollars in Thousands)

Table A CORP INDIRECT ORG PRINTING & BUILDING DESKTOP PHONE PROCUREMENT PAYROLL TRAINING FUND Subtotal By CODE SUPPLY MAIL COPYING **GRAPHICS** OCCUPANCY SUPPORT SERVICE **NETWORK** MANAGEMENT CHRIS **PROCESS** SERVICES PMCDP ADMIN. Office BCA BPA CI 106 153 485 619 CN DR 864 1,086 118 EA ED 264 372 389 665 EE EH 265 227 210 215 3,740 434 609 6,031 2,933 362 329 4,071 EI EM 239 154 396 5,338 543 272 7,316 171 124 223 4.064 497 723 132 317 306 935 7.639 FE GC HG IG IM IN LM ME NA NE NR OA 124 136 1,845 241 417 172 239 3,616 2,099 164 2,675 637 47 1,038 1,481 120 3.398 200 405 284 4,611 1,763 800 2,761 306 471 394 598 453 502 10,343 197 1,056 895 124 324 15,235 233 237 296 10,867 1,469 1,079 421 408 16,640 510 1,391 159 168 2.226 97 170 489 706 221 377 909 53 1,136 140 1,672 944 1,516 854 4,916 565 SC 228 105 301 2,506 403 427 218 211 SO TD 212 168 145 118 646 212 5,859 81 4,121 44 233 312 WAPA 105 128 299 290 954 TOTAL 2,759 2,389 2,242 3,053 62,639 943 8,201 5,925 1,035 2,170 2,100 700 2,498 120 96,774

PROJECTED CUSTOMER COSTS FY 2005 (Dollars in Thousands)

TABLE B PRINTING & BUILDING DESKTOP PHONE PROCUREMENT PAYROLL CORP TRAINING FUND Subtotal By ORG CODE SUPPLY MAIL COPYING GRAPHICS OCCUPANCY SUPPORT SERVICE NETWORK MANAGEMENT CHRIS PROCESS SERVICES PMCDP ADMIN. Office AB BCA BPA CI 94 104 487 246 CN DR 1,112 880 EA ED 321 280 EE EH 307 94 338 3,913 3,222 5,561 291 429 6,261 83 107 385 345 4,390 7,380 70 178 542 387 110 443 332 EM 182 117 4,036 517 6,885 3,772 FE GC 1,931 299 397 2,207 178 3,010 HG IG 706 1,585 566 52 138 1,090 4,860 3,375 275 136 3,793 716 4,751 LM ME NA 544 14,786 17,567 334 534 230 54 191 426 459 368 1,087 1,754 871 511 9,872 517 1,268 11,960 220 NE 1,405 223 154 209 2,425 NR OA 107 377 566 809 59 139 1,209 1,635 RW 1,054 1,544 155 124 1,002 4,544 30 226 651 SC SO TD WAPA 259 2,530 383 361 163 3,248 215 4,672 101 38 263 415 23 110 118 297 975 21

TOTAL

2,846

2,202

1,710

3,767

65,756

901

8,706

5,920

1,102

2,170

2,056

766

1,175

120

99,196

PROJECTED CUSTOMER COSTS FY 2006

(\$ IN THOUSANDS)

Table C

ORG CODE	SUPPLY	MAIL	SERVICE	PRINTING & GRAPHICS	BLDG OCCUP	PHONE SERVICE	DESKTOP SUPPORT	NETWORK	PROCURE- MENT MGT	PAYROLL & CHRIS	CORP TRAINING SERV	PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM		INDIRECT	TOTAL ALL ACTIVITIES	Table C
AB	5	19	6	48	132	15	1	5	0	2	0	0	0	0		AB
BCA BPA	1	0 14	0	0	95 104	3 11	1	0 15	0	1 0	0 27	0	0	0	101 199	BCA BPA
CI	5	44	12	26 12	474	76	6	33	2	10	21	0	1	0	676	
CN	33	39	24	18	902	102	4	16	1	11	4	0	Ö	0	1,153	
DR	4	15	0	0	84	0	2	4		2	0	o	0	0		DR
ED	20	54	33	80	402	67	1	35	26	13	1	Ö	1	0	732	ED
EE	265	266	221	198	3,933	504	39	605	109	211	11	6	186	0		EE
EH	45	47	109	57	3,234	319	14	323	51	85	26	0	21	0	4,331	EH
EI	199	175	135	439	5,593	532	7	5	73	150	31	0	12	0	7,352	EIA
EM	171	60	126	94	3,421	530	10	723	113	572	106	374	1,070	0	7,370	EM
FE	124	47	73	217	1,961	278	17	419	66	383	25	96	117	0	3,823	
GC	56	42	58	113	2,221	177	11	84	3	63	6	0	3	0	2,836	
HG	4	17	9	82	570	28	3	17	2	11	1	0	1	0	745	HG
IG	40	45	10	80	1,103	102	32	55	3	107	30	0	6	0	1,613	
IM	120	60	32	19	3,502	437	212	280	25	44	11	4	13	0	4,759	
IN	45	83	40	10	1,714	858	0	2	2	21	6	0	0	0	, -	IN
LM	9	20	22	5	337	54	2	63	7	30	1	0	10	0	558	
ME	394	538	460	521	10,009	1,152	228	917	137	251	180	2	15	120	14,923	
NA	510	225	273	144	12,142	1,800	124	1,070	167	847	70	293	1,195	0	18,859	
NE	58	44	30	35	1,465	159	14	170	90	174	6	26	60	0	2,330	
NR	0 37	0	0	0 5	600	96	0 4	0	0	73	1	0	111	0	281 830	NR
OA PA	17	24 52	10 224	178	399	81 57	8	46 23	1	19 10	1	0	4	0	972	OA PA
PI	46	22	80	34	1,217	147	24	89	35	37	7	0	2	0	1,738	
RW	63	20	30	25	1,061	204	5	81	31	72	3	46	100	0		RW
S	22	25	11	101	655	137	15	47	0	12	0	0	100	0	1,026	
SC	228	95	75	257	2,657	392	7	430	46	468	25	147	517	0	5,344	
so	212	93	133	158	3,275	736	115	209	15	82	36	0	37	0	5,101	
TD	23	34	35	7	553	90	2	27	0	14	6	4	16	0		TD
WAPA	1	14	0	35	111	16	0	129	43	645	12	0	0	0	1,005	WAPA
FO	0	0	0	0	0	0	0	0	0	0	5	2	0	0	7	FO
TOTAL	\$2,759	\$2,232	\$2,271	\$2,993	\$63,926	\$9,161	\$908	\$5,920	\$1,048	\$4,416	\$643	\$1,000	\$3,500	\$120	\$100,896	

PROJECTED CUSTOMER COSTS FY 2007

(\$ IN THOUSANDS)

Table D

ORG CODE	SUPPLY	MAIL	SERVICE	PRINTING & GRAPHICS	BLDG OCCUP	PHONE SERVICE	DESKTOP SUPPORT	NETWORK	PROCURE- MENT MGT	PAYROLL & CHRIS	CORP TRAINING SERV	PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM	STARS	INDIRECT	TOTAL ALL ACTIVITIES	
AB	5	16	5		138	10	0	5	0	2	0	0	0			
BCA	0	0	0	1	105	3	0	1	0	1	0	0	0			BCA
BPA	1	13	1	100	109	11	0	15	0	0	24	0	0			
CI	15	29	5	79	494	69	3	33	2	10	3	0	1		744	CI
CN	30	36	18	37	963	98	0	14	1	11	6	3	0		1,218	
DR	1	16	2	14	88	6	0	4	0	2	0	0	0		132	DR
ED	33	53	14	44	420	52	0	34	26	13	1	0	1		691	ED
EE	291	257	229	243	4,208	437	62	681	113	211	16	18	186		6,952	EE
EH	70	45	74	81	3,340	403	23	345	51	85	14	9	21		4,561	EH
EI	178	62	91	355	5,939	547	2	5	73	150	25	8	12		,	EIA
EM	182	54	125	57	3,593	532	36	656	121	572	56	479	1,070		7,532	
FE	117	44	51	396	2,058	281	28	434	69	383	17	19	117		4,014	
GC	62	48	50	180	2,319	173	3	82	3	63	13	0	3		3,000	GC HG
HG	8	26	8	79	634	23	4	15	2	11	2	0	1		_	_
IG IM	52 138	47 56	34 67	101 61	1,156	89 527	9 263	56 275	3 25	107 44	16 9	0 31	6 13		1,676 5,320	
IN	52	69	16	18	3,811 2,056	746	263	2/3	25	21	2	0	0		2,983	
LM	14	19	32	10	351	30	5	66	7	30	3	4	10		2,963 581	LM
ME	426	496	414	607	10,684	1,064	141	871	141	251	175	31	15	120	15,436	
NA	517	264	201	404	13,217	1,636	105	1,263	241	847	108	220	1,195	120	20,219	
NE	68	42	32	43	1,559	209	19	154	100	174	12	25	60		2,496	
NR	0	0	0	0	0	105	0	6	0	73	1	0	111		297	NR
OA	41	17	13	7	643	85	5	52	0	19	0	3	4		888	
PA	11	49	172	142	310	56	4	22	1	10	Ö	0	1		780	PA
PI	39	18	51	1	1,270	141	15	87	35	37	8	0	2		1,703	PI
RW	61	18	49	18	1,108	165	6	85	31	72	4	34	100		1,752	RW
S	30	24	19	95	684	98	5	46	0	12	0	0	1		1,014	
sc	226	78	73	202	2,831	390	4	361	18	468	32	95	517		5,296	sc
so	163	76	189	108	3,252	626	125	220	15	82	29	5	37		4,926	so
TD	15	42	3	11	631	23	3	25	0	14	8	10	16		800	TD
WAPA	1	13	0	53	116	64	0	118	0	645	19	5	0		1,035	WAPA
FO	0	0		0	0	0	0		0	0	2	1	0		3	FO
TOTAL	\$2,847	\$2,028	\$2,038	\$3,588	\$68,087	\$8,702	\$871	\$6,033	\$1,080	\$4,416	\$608	\$1,000	\$3,500	\$120	\$104,918	1

PROJECTED CUSTOMER COSTS FY 2007 Comparison of Annual Estimates by Customer

Table E

ORG CODE	FY 2004 Actual	FY 2005 Projection	FY 2006 Cong Budget	FY 2007 Estimates	Difference from FY 2006	Difference %	
AB	197	214	231	224	(8)	-3%	
BCA	106	101	101	112	11	11%	
BPA	153	246	199	273	74	37%	
CI	619	716	676	744	67	10%	
CN	1,086	1,112	1,153	1,218	65	6%	
DR	118	115	112	132	20	18%	
ED	665	644	732	691	(41)	-6%	
EE	6,031	6,261	6,552	6,952	400	6%	
EH	4,071	4,390	4,331	4,561	230	5%	
El	7,316	7,380	7,352	7,447	94	1%	
EM	7,639	6,885	7,370	7,532	162	2%	
FE	3,616	3,772	3,823	4,014	190	5%	
GC	2,675	3,010	2,836	3,000	164	6%	
HG	814	706	745	814	68	9%	
IG	1,481	1,585	1,613	1,676	63	4%	
IM	4,611	4,860	4,759	5,320	561	12%	
IN	2,761	4,751	2,781	2,983	201	7%	
LM	471	544	558	581	23	4%	
ME	15,235	14,786	14,923	15,436	513	3%	
NA	16,640	17,567	18,859	20,219	1,360	7%	
NE	2,226	2,425	2,330	2,496	166	7%	
NR	170	377	281	297	15	5%	
OA	706	809	830	888	58	7%	
PA	909	810	972	780	(192)	-20%	
PI	1,672	1,635	1,738	1,703	(35)	-2%	
RW	1,516	1,544	1,741	1,752	10	1%	
S	854	1,002	1,026	1,014	(12)	-1%	
SC	4,916	4,544	5,344	5,296	(48)	-1%	
SO	5,859	4,672	5,101	4,926	(175)	-3%	
TD	684	736	812	800	(11)	-1%	
WAPA	954	975	1,005	1,035	30	3%	
FO	2	21	7	3	(4)	-55%	
TOTAL	\$96,772	\$99,195	\$100,896	\$104,918	\$4,021	4%	

PROJECTED CUSTOMER COSTS FY 2007 Comparison of Annual Estimates by Business Line

Table F

						Table I
ORG CODE	FY 2004 Actual	FY 2005 Projection	FY 2006 Cong Budget	FY 2007 Estimates	Difference from FY 2006	Difference %
Supplies	2,759	2,846	2,759	2,847	88	3%
Mail	2,389	2,202	2,232	2,028	(204)	-9%
Сору	2,242	1,710	2,271	2,038	(233)	-10%
P&G	3,053	3,767	2,993	3,588	595	20%
Building	62,639	65,756	63,926	68,087	4,161	7%
Phones	8,201	8,706	9,161	8,702	(459)	-5%
Desktop	943	901	908	871	(36)	-4%
Netwprk	5,925	5,920	5,920	6,033	113	2%
Proc Mgt	1,035	1,102	1,048	1,080	32	3%
Payroll/CHR	4,270	4,226	4,416	4,416	0	0%
Corp Trainir	700	766	643	608	(35)	-5%
PMCDP	2,498	1,175	1,000	1,000	0	0%
STARS	0	0	3,500	3,500	0	0%
Indirect	120	120	120	120	0	0%
TOTAL	\$96,774	\$99,196	\$100,896	\$104,918	\$4,021	4%